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25X1A8A
[redacted]

Support Staff

Chief (GS-15) - Position 0010

Deputy Chief (GS-14) - Position 0011

I. JOB SUMMARY:

The incumbents of these positions serve under the general direction of the Chief, 25X1A8A [redacted] with delegated responsibility for all administrative functions required to accomplish the objectives of the Division's specific programs at Headquarters and in the 25X1A6A [redacted] and foreign 25X1A6A [redacted] including personnel, budget and fiscal, logistics, registry, security and cover. In addition, the incumbents serve as staff advisors to senior division officials on organization and management plans, projects and problems.

II. DUTIES AND RESPONSIBILITIES:

1. Serve as the technical advisors to the Division Chief and other key officials of the Division on organization and management plans, projects and problems in the administration of a complex Division involved in 25X1A8A [redacted] and other special activities.

2. Act as approving officers for expenditures of funds for travel, supplies, equipment, vehicles, and other items associated with support functions.

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3. Prepare, review and/or release cables, dispatches, and manifests originating from within the Support Staff or are of a Support nature by virtue of text.

4. Maintain an awareness of the views of the Division Chief and other senior officials of the Division and senior officials of the DD/S in order to advise and guide such individuals in this regard without hindering the working relationships between the DD/P and DD/S offices.

5. Keep abreast of new or revision to existing support policies and procedures in order to advise the Division Chief and other officials of such changes and the impact on Division activities.

6. Interpret Agency administrative regulations and procedures and develops and/or implements division administrative policy and procedures.

7. Visit field installations for purposes of advising on new policy and procedures, organization and management plans, projects and problems and other administrative functions.

8. Advise, guide and direct Headquarter's and field administrative personnel in fulfilling the administrative requirements of the Division.

9. In fulfilling the responsibilities of the positions, the incumbents have under their jurisdiction the following functions:

Personnel: Responsible for direction of the

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personnel program in support of [] 25X1A8A operations and related activities. Major functions: advise and assist [] 25X1A8A and Branch Chiefs on matters of personnel administration, coordination with Branch Chiefs regarding preparation of Tables of Organization; provides the channel between [] 25X1A8A and the various career services for interchange of information, guidance and forwarding appropriate recommendations (promotions, reassignments) for personnel assigned to [] 25X1A8A procurement of personnel through various systems of recruitment including initial recruitment and eventual appointment; provide liaison with other Agency components in support of [] 25X1A8A personnel programs; prepare individual contracts when personal services are obtained through contractual relationships, and execute contractual agreements for the covert support of operations; provides the executive secretarial for the [] 25X1A8A Personnel Management Committee; provides additional services of common concern, including: processing service; to assist personnel with travel, insurance programs; retirement and guidance in use of Credit Union and other personnel matters, and is also the focal point on matters as related to training. The training requirements are accomplished in conjunction with Branch Chiefs to meet [] 25X1A8A objectives.

Budget and Fiscal: Responsible for all budgetary and financial operations of [] 25X1A8A for the establishment and maintenance of appropriate accounting

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systems; control overall funds; provide program and financial analysis and plays a major role in the preparation development of the substantive portion of the budget requirements for 25X1A8A ☐ This includes statistical compilation of past and present requirements and on the basis of future plans information concerning future budget requirements. The narrative portion of the budget requirements is basically developed by the Branch Chiefs and finalized by the Support Staff. The overall budget proposal is submitted for review at the Division Chief level. The Deputy Chief of the Division, the Chief and Deputy Chief, Support Staff and the Chief, Budget and Fiscal refer the budget estimates to the Division Chief for approval and are available to answer and discuss questions. These incumbents accompany the Division Chief in the presentation of budget requirements to the DD/P, other Agency components, and the OMB as necessary. They are looked upon by the Division Chief to answer questions, advise on types of questions to be asked, and the general tone of the meeting with budget groups.

Logistics: Responsible for the planning and implementation of 25X1A8A ☐ Logistics support other than technical air; for the procurement, distribution, accountability and disposition of equipment, supplies and real estate under 25X1A8A ☐ control; coordinate and compile requirements for equipment and supplies essential for

SECRET 4

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operations other than [] increasing the development of supply programs, stock levels and controlled-materials program requirements.

Security: Responsible for the preparation and execution of appropriate Security program to support operational requirements; recommend policies relating to Security and establish procedures for their implementation; determine effectiveness of Security programs and recommend or institute appropriate improvements where indicated; ^{25X1A8A} furnish security advice and guidance to []; make necessary inspections of ^{25X1A8A} [] activities to assure proper maintenance of Security; conduct certain activities pertaining to the [] Program. 25X1C

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☐/Cable Secretariat: Responsible for the control and dissemination within ☐ of all correspondence including cables, and dispatches. Also responsible for the pouching of materials to ☐ activities not serviced by Agency pouching facilities. 25X1A

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III. SUPERVISION:

Supervision Over Others

The incumbents have direct supervisory responsibility over approximately 26 employees assigned to the various administrative programs in Headquarters.

Supervision Received

The incumbents work under the general supervision of the Chief and Deputy Chief, ☐ and the technical supervision of the DD/S. Supervision generally is in the form of discussions concerning policy, procedures, problems and objectives. Generally, the incumbents work independently in rendering administrative support and guidance to the Division. 25X1A8A

IV. CONTACTS:

Generally, the contacts maintained by the Administrative Officers consist of senior officials of the Division, and other components of the DD/P; Directors and Division Chiefs of the various support components in the DD/S; and the Chief of General Counsel. Occasionally, contacts are made with officials of other government agencies usually at the Staff level.

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